

Custodial, Labor and Trades Branch
Maintenance and Plant Operation Group
Building Series

BUILDING MAINTENANCE WORKER II

11/00 (REB)

Summary

Under general supervision, supervise and participate in various facilities maintenance and repair functions.

Typical Duties

Direct semi-skilled labor and engage in skilled trades work related to the upkeep and remodeling of buildings and other structures and equipment as assigned. Involves: performing general carpentry work such as building boxes, roofs, ceilings, door frames, shelves, cement forms and others; installing and repairing air coolers, gas heaters and other equipment as required; performing routine plumbing and electrical work; repairing office equipment and furniture; performing some locksmith work; performing interior and exterior painting; operating drill press, grinder, spray gun, power saw, sander, electric and gas welding equipment, motor vehicles and common hand tools of the trade; requesting materials and equipment purchases as needed; estimating labor and material costs; preparing daily work reports; loading and unloading truck with construction material, debris, tools and equipment.

Supervise assigned staff. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance; coaching and arranging for or conducting job training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organization structure and job design changes; interviewing applicants and recommending selections for hire.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting for supervisor, coworkers, or subordinates as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded non-supervisory personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under close supervision; logging activities, and preparing and submitting recurring or special status reports; keeping tools, equipment and work area orderly, safe and clean.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. plus four (4) years of increasingly responsible building maintenance or construction trades experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: building maintenance or construction trades equipment, tools and materials. Good knowledge of: the hazards and safety precautions of the trade.

Ability to: train and supervise others; establish and maintain effective working relationships with fellow employees and the general public; prepare work cost estimates and daily work reports; follow oral and written instructions; perform manual and building mechanical work; enforce and comply with safety rules and regulations.

Skill in the safe operation and care of: building trades tools and equipment.

Physical Effort and Work Environment: Frequent: lifting and carrying of heavy loads (up to 50 to 100 pounds); climbing, standing, walking, stooping and bending. Occasional: exposure to adverse weather conditions.

Licenses and Certificates: Valid Texas Class "C" Driver's License, or equivalent issued by another state. Some positions require a valid Class "B" Commercial Driver's License by time of appointment.

Special Requirements: Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares [or positions of a safety sensitive nature within Mass Transit] are subject to federal drug and alcohol testing regulations, which include preemployment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Director of Personnel

Department Head